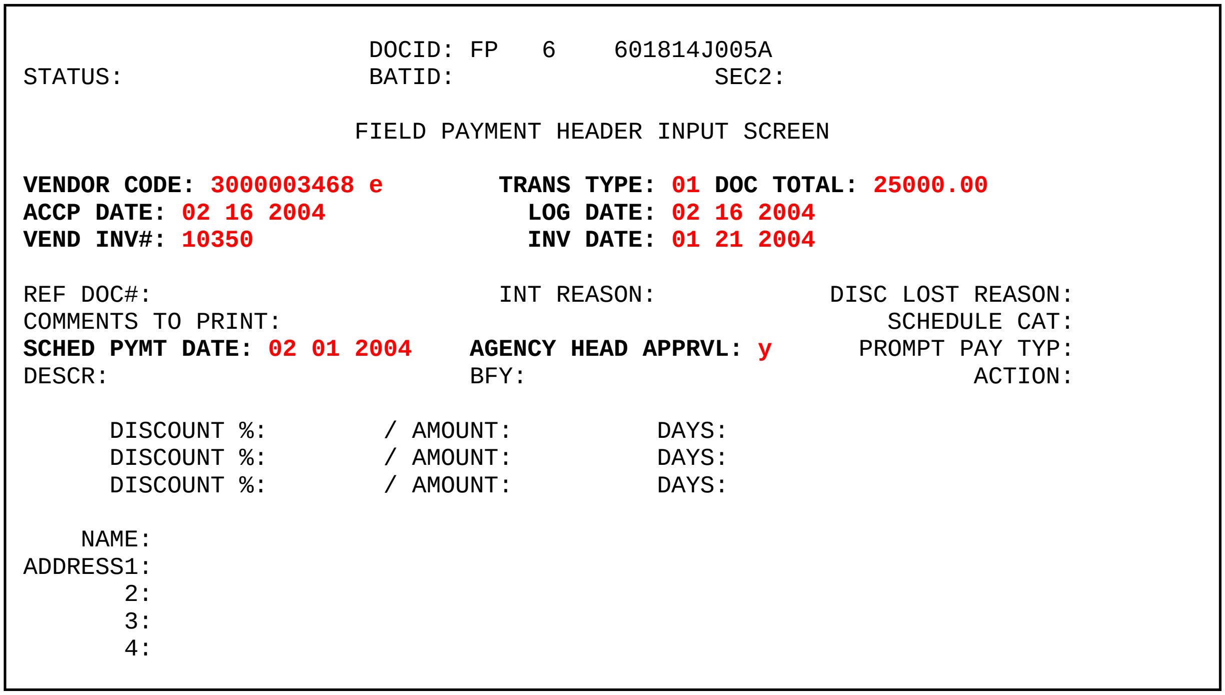
Required Fields for Referencing Assistance Agreements Header Screen

1. Follow steps listed in “Creating the Initial FP Document”.

2. Key the following fields on the Field Payment Header Input Screen:

VENDOR CODE	Vendor base code plus the suffix for Electronic Payment
TRANS TYPE	01 (numeric)
DOC TOTAL	Total amount of the payment- must equal all accounting lines
ACCT DATE	Date payment entered in to FFS
LOG DATE	Date payment entered into FFS
VENDOR INV #	Vendor invoice number
INV DATE	Date of the invoice
SCHED PYMT DATE	Date payment entered into FFS
AGENCY HEAD APPVL	Y



```
                        DOCID: FP   6    601814J005A
STATUS:                 BATID:                  SEC2:

                       FIELD PAYMENT HEADER INPUT SCREEN

VENDOR CODE: 3000003468 e        TRANS TYPE: 01 DOC TOTAL: 25000.00
ACCP DATE: 02 16 2004              LOG DATE: 02 16 2004
VEND INV#: 10350                   INV DATE: 01 21 2004

REF DOC#:                        INT REASON:            DISC LOST REASON:
COMMENTS TO PRINT:                                          SCHEDULE CAT:
SCHED PYMT DATE: 02 01 2004    AGENCY HEAD APPRVL: y      PROMPT PAY TYP:
DESCR:                         BFY:                               ACTION:

      DISCOUNT %:        / AMOUNT:          DAYS:
      DISCOUNT %:        / AMOUNT:          DAYS:
      DISCOUNT %:        / AMOUNT:          DAYS:

    NAME:
ADDRESS1:
       2:
       3:
       4:
```

3. “ENTER” to go to the Payment Line Screen

Required Fields for Referencing Assistance Agreement Line Screen

1. Each Referencing Assistance Agreement requires the following fields to be keyed:

LN	3 digit sequential number beginning with 001 (one line exists for each accounting cost structure)
REF DOC	Tran code and document control # of referenced undelivered order (on OBLL)
REFLN	Referencing line of the undelivered order to be liquidated (on OBLL)
AMT	Amount to be paid against the referenced accounting line
P/F	If partially liquidating the accounting line, key a “P”, otherwise key an “F” for final payment
DESCR	Optional Field-key information for research

```
                        DOCID: FP   6    601814J005A
STATUS:                 BATID:                  SEC2:            000-000 OF 000
01-
    LN: 001 REF DOC: of 601814j005a REFLN: 001 AMT: 20000.00         P/F: f
    BUDGET ORG:                     JOB #:             BOC:          I/D:
    BFY:           FUND:        ACCP DATE:            LOG DATE:
    INT REAS:   INV#:                      INV DATE:            LIN TYPE:
    DISC LOST REAS:                   DESC: referencing asst agreement
    OUTST OBLIG:                        TT:
02-
    LN: 002 REF DOC: of 601814j005a REFLN: 002 AMT: 5000.00          P/F: f
    BUDGET ORG:                     JOB #:             BOC:          I/D:
    BFY:           FUND:        ACCP DATE:            LOG DATE:
    INT REAS:   INV#:                      INV DATE:            LIN TYPE:
    DISC LOST REAS:                   DESC: referencing asst agreement
    OUTST OBLIG:                        TT:
```

2. “ENTER”if more lines are needed.

3. Press the “HOME” key to return to the Command Line and key a “Q” to do a quick edit.

4. Correct all errors until “PEND 1" appears in the Status Line for amounts over $500.01 and mail complete original documentation to your approving official.

5. Correct all errors until “SCHED” appears in Status Line if the amount is under $500 and you have authority to approve payments. At month-end, mail all payments under $500 (sorted by DCN) with a cover memo to your approving official. If you do not have the authority to approve payments, “HELD” appears in the Status Line. Mail the complete original documentation to your approving official ASAP.

6. Keep a copy for your files.